

INTAKE REQUIREMENTS FOR ALL PLANS AND ASSOCIATED DOCUMENTS

RETURN THIS FORM WITH YOUR COMPLETE SUBMITTAL

Submittal documentation may include, but not limited to the following.

(Deferred items are not allowed unless approved by the Building Official)

Number of submittal plan sets and document copies required:

- ☐ 2 Complete Sets of Plans
- ☐ 4 Extra Site & Floor Plan Sets
- ☐ 2 Copies of All Other Documents (truss calcs., eng. calcs., energy calcs., etc.)

All plan sheets shall indicate:

- ☐ Name of the architect/designer and contact information
- ☐ Wet stamp and sign all plan sheets
- ☐ Scale
- ☐ Date
- ☐ Project location
- ☐ Owners name
- ☐ Plan title
- ☐ Sheet #

Cover sheet/Plot plan to include:

- ☐ Design Criteria (snow load, basic wind speed and wind exposure, SDC and site class)
- ☐ Wildland Urban Interface Requirements if applicable
- ☐ Plan Index
- ☐ Scope of Work
- ☐ Applicable Building Codes/Code Analysis

Typical plan sheets:

- ☐ Site/Plot plan (With Storm Water Management Plan)
- ☐ Storm Water Management Plan
- ☐ Floor plan and/or Existing Floor plan
- ☐ Foundation plan
- ☐ Floor Framing plan
- ☐ Roof Framing plan
- ☐ Ceiling Joist plan
- ☐ Elevations
- ☐ Electrical plan
- ☐ Structural/Construction details
- ☐ Fire Sprinkler plan, Calculations
- ☐ Water Purveyor Letter for Fire Sprinklers
- ☐ CAL Green Requirements
- ☐ Waste Management Plan forms (completed at submittal)
- ☐ Wildland Urban Interface Requirements if applicable (Incorporate requirements into plans)

Typical Additional Project Associated Documents:

- ☐ Structural calculations
- ☐ Truss calculations and engineer approval letter
- ☐ Energy compliance forms
- ☐ 20% Disproportionate Accessibility Cost Worksheet

☐ OK for Submittal Inspector _____ Date _____